

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Caltrans Highway Maintenance Leadworker	D6/Maintenance/South Region/Delano Area, 624	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Highway Maintenance Leadworker	906 – 620 – 6285 – xxx	2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of a CT Maintenance Supervisor, the incumbent will assist the supervisor in planning and scheduling work, and in the field will oversee and lead the crew in highway maintenance work. Will keep accurate records of labor, equipment and material usage. Makes decisions in the field that affect worker and public safety. Assumes the duties of CT Maintenance Supervisor in his/her absence; training and planning the work of subordinates.

TYPICAL DUTIES:

Percentage	Essential (E) Marginal (M) ¹	Job Description
40%	(E)	Work with and assist in the supervision of a crew engaged in highway maintenance projects on traveled-way, roadsides and highway appurtenances including; pavement crack sealing, shoulder grading, fence repair, drainage facilities and sign replacement. Removes rocks, spills and debris from highway.
25%	(E)	Operation of motor vehicles requiring a “Class B” Commercial Driver’s License. Operation and instruction of motorized equipment including. Also includes making adjustments or minor repairs. Data input using Caltrans’ “Integrated Maintenance Management System.” During winter, assist in the scheduling, coordinating and direction of the crew involved in storm related highway maintenance operations.
15%	(E)	Support the Department’s training goals. Attend trade specific training to remain current with evolving highway maintenance methods. Attend compliance training as required by regulations. Assist the supervisor in training of crew members.
15%	(E)	In the absence of the Supervisor, assume supervisory duties, complete necessary timekeeping, record keeping, safety training and planning and scheduling projects for the crew.
5%	(M)	Assist with various administrative tasks including obtaining quotes for the purpose of purchasing highway maintenance supplies.

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May be loaned to other crews, areas, or divisions for operational need and may participate in Special Programs relating to Storm Water and Special Events.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Position requires personal leadership characteristics while working with a crew of Equipment Operators, Highway Workers and at times; Special Programs Personnel to safely complete assignments made by the supervisor. Will act as Caltrans Maintenance Supervisor in his/her absence.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

MUST HAVE THE ABILITY TO RECOGNIZE UNSAFE SITUATIONS AND TAKE IMMEDIATE ACTION

The following licenses and/or certifications are MINIMUM QUALIFICATIONS for this classification:

- Commercial Driver's License (CDL), class B with tank endorsement [N] issued by the California Department of Motor Vehicles.

Must be able to direct the work of others, analyze situations accurately and take immediate, effective action.

The incumbent is expected to have a working knowledge of the methods, materials, tools, and equipment used in the maintenance and repair of; road surface, roadbed, roadside, signs, markers, fences and drainage facilities.

The incumbent must be able to read, interpret blue prints, work from schematics, drawings, and written specifications; operate power tools, machines and equipment used in construction trades work; estimate materials needed; maintain records and prepare reports; follow oral and written directions and work well with others. Must be able to read and write at a level appropriate to the classification.

Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles and traffic regulations.

Must have knowledge of safe work practices and know the Leadworker's role in Department's Injury and Illness Prevention Program.

Must have a basic understanding of Safety and Health Policies and General Industrial Safety Orders and the Construction Safety Orders.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

When confronted with emergency situations, the Caltrans Highway Maintenance Leadworker judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PUBLIC AND INTERNAL CONTACTS

At times, the incumbent will be required to work with California Highway Patrol representatives, other government agency representatives and members of the public. Will work with various levels of Caltrans employees, will observe the chain of command to keep the supervisor apprised of all matters. May be loaned to other crews.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to fifty pounds or more, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

The work is physically demanding and requires stamina. In addition, the job will require incumbent to work on or near roadways with a high volume of vehicular traffic. Incumbent will be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Incumbent can expect to be outside in all types of weather and environmental conditions. Incumbent will be required to work irregular shifts, including weekends, nights, holidays and in emergency situations. The incumbent will be expected answer calls after normal working hours to respond to unforeseen conditions needing immediate attention or emergencies. Work-shift changes may occur due to workload or weather related circumstances.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE (print)

EMPLOYEE (signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (print)

Richard Tipton

SUPERVISOR (signature)

DATE